

Salary Schedule	MOU	Benefits
---------------------------------	---------------------	--------------------------

City of Alameda
Code No. 7550
Approved by C.S.B.
September 4, 1985
Revised: 9/23/81
Revised: 8/16/85
Approved by P.U.B.
8/20/85

METER READER-COLLECTOR

DEFINITION

Under supervision, to do field work in connection with billing and collection for electric service; and to do related work as required.

EXAMPLES OF DUTIES

1. Reads electric meters at premises along established routes; enters readings into hand-held meter reading equipment;
2. Delivers delinquency notices; collects amounts owed and keeps account of monies received therefrom, seals meters for non-payment of bills.
3. Investigates unpaid accounts in the field where the consumer has moved and left no forwarding address.
4. Takes customer applications for service; explains electrical service procedures, does miscellaneous office work.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: At least one year of experience in clerical or related work and meeting the public.

Special Requirements:

Willingness to stand for long periods of time and to walk long distances. Job often requires stooping, bending and the lifting of heavy objects.

Knowledge

Knowledge of general office practices.

Ability

Ability to enter figures quickly and accurately into hand-held meter reading equipment, establish and maintain effective working relationships with customers and co-workers.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.